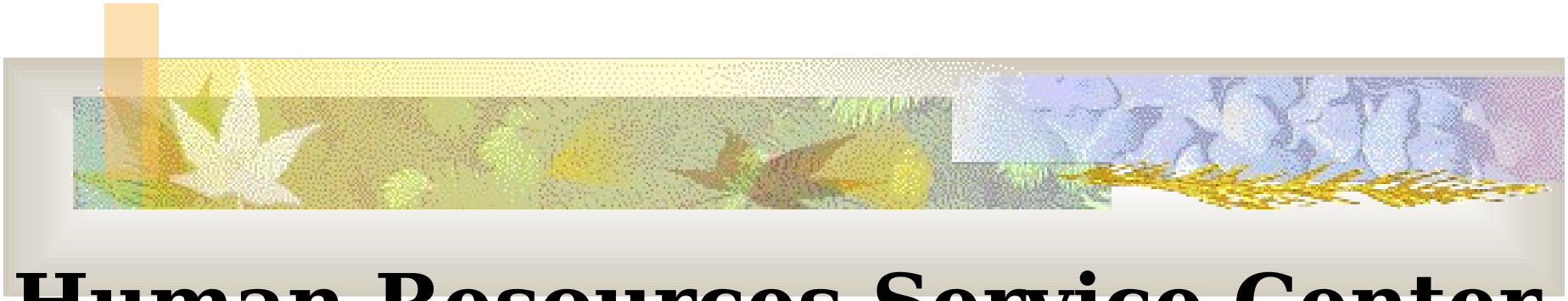
REDUCTION IN FORCE
(An Overview)



Human Resources Service Center

Northwest Region

Silverdale, WA

REDUCTION IN FORCE

- Insufficient Personnel Ceiling
- Reorganization
- Lack of Work
- Budget Cuts
- Exercise of reemployment/restoration rights, and

Requires Release from Comp Level by:

- Separation
- Demotion
- Furlough - 30+ Days
- Reassignment requiring displacements

PRE-RIF PLANNING

- Stockpile Vacancies
- Freeze Hiring/Promotion
- Hire Temp Employees/Details/Temp Promotions
- Management Directed Reassignments
- Mock RIF
- VERA/VSIP

REDUCTION IN FORCE (RIF)

- Competitive Areas
- Competitive Levels
- Retention Standing

COMPETITIVE AREA

- Establishes the boundaries within which employees compete in a RIF
  - Can be all or part of an agency
  - Can be geographical or organizational

COMPETITIVE LEVELS

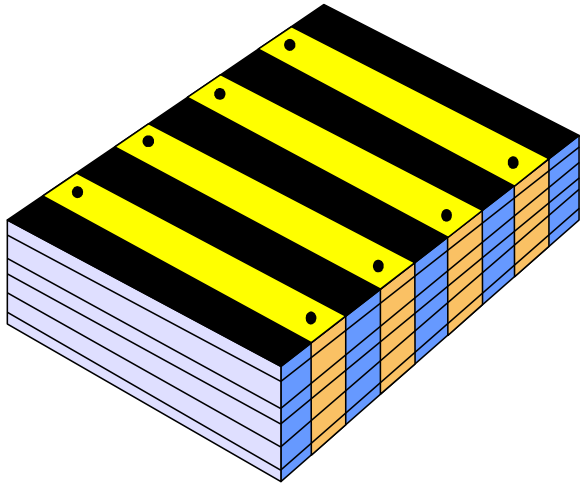
- Same Grade
- Same Classification Series
- Similar in:
  - Duties and Qualification Requirements
  - Pay Schedules and Working Conditions

Positions in the same Comp Level are

RETENTION REGISTER

- A list of all employees employed in a Competitive Area separated by Competitive Levels in order of retention standing.

- Retention Standing
  - Tenure
  - Veterans' Preference
  - Creditable Service
  - Performance Ratings



TENURE GROUPS

- Group I – (Career)
- Group II – (Career Conditional)
- Group III – (Nonstatus – Nontemp)

VETERANS' PREFERENCE FOR RIF (SUBGROUP)

- AD - 30% Disabled Veteran
- A - Preference Eligible not AD
- B - Nonveterans for RIF purposes

Most retired military members are not preference eligibles for RIF purposes.

VETERANS' PREFERENCE FOR RETIRED MILITARY

- Disability resulting from injury or disease
  in line of duty as a result of armed conflict

or

- Retirement based on less than 20 years

or

- Been continuously employed in a

CREDITABLE SERVICE

- Based on number of years in Civil Service
- Creditable Nonappropriated Fund (NAF) Service
- Creditable Military Service
  - Retired military, only combat time is credited

If retired military and entitled to veterans preference, credit is given for entire period of military service

PERFORMANCE RATINGS

- Outstanding = 20 years
- Exceeds Fully Successful = 16 years
- Fully Successful = 12 years
- Acceptable/Pass (multi pattern) = 20 years
- Acceptable/Pass (single pattern) = 12 years
- Minimally Successful = 0 years
- Unsuccessful/Fail = 0 years

REDUCTION IN FORCE (RIF)

- **Sample Competitive Level**

Competitive Level: General Engineer, GS-0801-12

Name	Tenure/Subgroup	RIF SCD	RIF ADJ SCD
Bob	IAD	09-01-68	09-01-48
Carol	IA	02-01-92	02-01-72
Ken	IB	09-15-88	09-15-68
Susan	IB	05-31-90	05-31-70
Jim	IIAD	10-01-02	10-01-82
Alice	IIA	08-03-02	08-03-82

REDUCTION IN FORCE (RIF)

- RIF COMPETITION
  - Round 1
    Competition to remain in Competitive
    Level
  - Round 2
    Exercise Assignment Rights (Bump and

REDUCTION IN FORCE (RIF)

Round 1

- **Employees are Released in Reverse Order of their Retention Standing**

Competitive Level: General Engineer GS-0801-12

Name	Tenure/Subgroup	RIF Adj SCD
		09-01-48
Bob	IAD	02-01-72
Carol	IA	*Abolished*
	IB	09-15-68
Ken	IB	05-31-70
Sus	IIAD	10-01-02

REDUCTION IN FORCE (RIF)

- Round 2 – Assignment Rights
  - An employee's eligibility to be assigned to
    a position occupied by another employee
    (Bumping and Retreating)
  - An employee's right to a vacant

BUMP RIGHTS

- Same Competitive Area
- Different Competitive Levels
- Lower Tenure or Same Tenure but Lower Veterans' Preference Subgroup
- Fully Qualified
- Within Three Grades or Grade Intervals

REDUCTION IN FORCE (RIF)

- **Bumping Sample**

Competitive Level: General Engineer GS-0801-12

Name	Tenure/Subgroup	RIF Adj SCD	
Alice	IIA	08-03-82	*Released*

Competitive Level: Mechanical Engineer GS-083

Name	Tenure/Subgroup	RIF Adj SCD	
John	IA	11-01-72	
Mary	IB	07-21-71	
Kathy	IIB	08-03-82	*Bumped*

RETREAT RIGHTS

- Same Competitive Area
- Different Competitive Level
- Same Tenure and Subgroup
- More recent RIF Adjusted SCD (less service)
- Same or Essentially Identical Position held
  on a permanent basis
- Within three grades or grade intervals

REDUCTION IN FORCE (RIF)

- **Retreating Sample**

Competitive Level: General Engineer GS-0801-12

Name	Tenure/Subgroup	RIF Adj SCD	
Alice	IIA	08-03-82	*Released*

Competitive Level: Electrical Engineer GS-0850-11

Name	Tenure/Subgroup	RIF Adj SCD	
Ben	IB	12-02-90	
Jane	IIA	07-01-69	
Robert	IIA	04-03-83	*Retreated*

REDUCTION IN FORCE (RIF)

- Exercise of Assignment Rights is:
  - To the highest grade possible
  - At each grade level its:
    - Vacancy
    - Bump
    - Retreat

If no assignment rights within grade limits, employee is separated in RIF.

RIF NOTICES

- 60-Day Notice Period
- Improvement of Offers
  - Amendments
  - Cancellations

GRADE RETENTION

- Employee downgraded due to RIF is eligible to retain his/her grade and pay for two years
  - Must have held a higher grade for at least 1 year
- Eligible for WGI’s
- Receives 100% of the annual pay adjustment

PAY RETENTION

- Employee who is not eligible for grade retention as a result of RIF
- Employee who has not been promoted after two years of being on Grade Retention
- 150% of top step of current grade, OR current pay, whichever is less
- 50% of the annual pay adjustment
- Indefinite

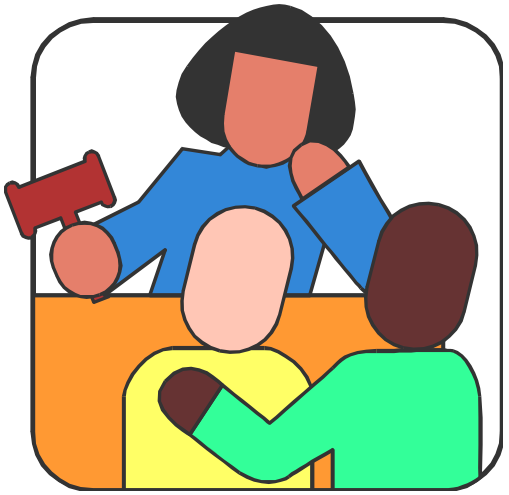
TERMINATION OF GRADE *and/or* PAY RETENTION

- Employee has a break in service
- Demoted for personal or voluntary reasons
- Decline a position equivalent to retained salary

APPEALS TO MSPB

- Right to appeal during the 30 day period beginning the day after the effective date of the RIF action.

- Must be in writing



SEVERANCE PAY ELIGIBILITY

- Must have served at least 12 continuous months in Federal service
- Must not be eligible for an immediate annuity as a Federal employee or as a retired member of the armed forces
- Did not refuse offer for a position within two grades of current grade level

SEVERANCE PAY

- **Basic Allowance**
  - One week's basic pay for each full year of service up to and including 10 years

    AND
  - Two week's basic pay for each full year of service beyond 10 years
- **Age Adjust Allowance**
  - 10% of allowance for every full year over age 40
  - 25% of a year for every 3 months

PAYMENT OF SEVERANCE PAY

- Bi-weekly Payment
- Lump Sum Payment
  - Must request lump sum payment prior to effective date of Reduction-in-Force
- Maximum lifetime entitlement is 52 weeks

LEAVE

- Lump sum A/L paid in 2 pay periods
- Taxes/Medicare deducted
- Leave will be re-credited to your account if you return to service during the period represented by the lump sum annual leave payment
- Sick leave will not be paid upon separation but will be re-credited upon return to Federal service

UNEMPLOYMENT

- The unemployment insurance program for Federal employees is administered by the DOL through state governments. The individual states determine the eligibility of benefits and the amounts to be paid to unemployed individuals. Separated employees should file a claim for benefits at the state employment claims office.

- SF-8

PLACEMENT ASSISTANCE

- Reemployment Priority List (RPL)
- Priority Placement Program (PPP)
- Interagency Career Transition Assistance Program (ICTAP)
- State Employment Services
- Outplacement Centers

HRSC-NW RIF SPECIALISTS

- Tina Polzin - (360) 315-8117
- Nicole Smith - (360) 315-8262
- Sue Baxter – (360) 315-8107

QUESTIONS?